

CITIZEN PARTICIPATION REQUIREMENTS

Local Government

To comply with the participation requirements of Section 508 of the Housing and Community Development Act of 1987, **local government** applicants and recipients must do the following:

1. Conduct one public hearing on the status of funded activities.

The status of funded activities public hearing must include a review of: (a) a general description of accomplishments to date, (b) a summary of expenditures to date, (c) a general description of remaining work and (d) a general description of changes made to the project budget, performance targets, activity schedules, project scope, location, objectives or beneficiaries.

2. Publish hearing notices in a manner consistent with requirements of the Iowa Code, Section 362.3.
3. Ensure the public reasonable access to all local meetings, project records and information relating to the proposed and actual use of federal funds.
4. Conduct all related public meetings or hearings in public buildings or facilities that are accessible to persons with disabilities.
5. Provide citizens names and addresses of: (a) the person(s) authorized to receive and respond to citizen proposals, questions and complaints concerning proposed or funded activities, and (b) the person(s) available and able to provide technical assistance to groups' representative low- and moderate-income persons in preparing and presenting their proposals for the request and use of federal funds.
6. Provide translators during or written translations after public hearings attended by non-English speaking residents upon their request whenever they represent a significant proportion of the persons benefited by the proposed or actual activities. Federally assisted recipients are required to make reasonable efforts to provide language assistance to ensure meaningful access for "Limited English Proficiency" (LEP) persons to the recipient's programs and activities.

Language assistance that a recipient might provide to LEP persons include:

- Oral interpretation services
- Bilingual staff
- Telephone service lines interpreter
- Written translation service
- Translating information materials in identified language(s)